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BEHALF OF DA WASHINGTON DC//HRC//

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SUBJECT: FY 2008 ANNUAL ARMY-WIDE PERSONNEL ASSET INVENTORY (PAI)

- A. AR 600-8-6, PERSONNEL ACCOUNTING AND STRENGTH REPORTING.
- B. AR 630-10, ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL INVOLVED IN CIVILIAN COURT PROCEEDINGS.
- C. AR 220-1, UNIT STATUS REPORTING.
- D. ELECTRONIC MILITARY PERSONNEL OFFICE (EMILPO) FUNCTIONAL GUIDANCE AND DEPLOYED THEATER ACCOUNTABILITY SYSTEM (DTAS) FUNCTIONAL GUIDANCE ONLINE VIA THE SOLDIER RECORD DATA CENTER WEBSITE, [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/SRDC/INDEX.HTM](https://www.hrc.army.mil/site/active/tagd/srdc/index.htm)
1. ALL ACTIVE COMPONENT (AC), MOBILIZED ARMY RESERVE (USAR) AND MOBILIZED\FERERALIZED ARMY NATIONAL GUARD (ARNG) UNITS, DEPLOYED AND GARRISON UNITS INCLUDING COMMUNITY BASED HEALTH CARE ORGANIZATIONS (CBHCO) AND MEDICAL RETENTION PROCESSING UNITS (MRPU), WILL CONDUCT THEIR ANNUAL PAI 1-15 MAY 2008. THIS PAI IS EXTREMELY IMPORTANT BECAUSE THE PERSONNEL AND FINANCE DATABASE CORRECTIONS YOU MAKE NOW WILL HAVE A POSITIVE IMPACT ON THE DEFENSE INTEGRATED MILITARY HUMAN RESOURCES SYSTEM (DIMHRS) FIELDING.
2. USAR AND NG UNITS WILL CONDUCT A PAI BETWEEN 1 MAY 2008 AND 15 JUNE 2008, TO ACCOUNT FOR SOLDIERS NOT CURRENTLY SERVING ON ACTIVE DUTY.
3. THIS MESSAGE OUTLINES THE MAJOR PAI REQUIREMENTS FOR THE FY08 ARMY-WIDE PAI. COMMANDERS ARE RESPONSIBLE FOR THE FOLLOWING:
 - A. ACCOUNTING FOR 100 PERCENT OF ACTIVE COMPONENT, ARMY RESERVE AND ARMY NATIONAL GUARD SOLDIERS.
 - B. VALIDATING THE AAA-162 REPORTED PERSONNEL DATA, AND CORRECTING AS NECESSARY, TO ENSURE THE EMILPO AND DTAS DATABASES CONTAIN AN ACCURATE RECORD FOR EVERY AC, ACTIVATED USAR, AND FEDERALIZED ARNG SOLDIER.
 - C. VALIDATING AND UPDATING NON-AVAILABILITY FOR DEPLOYMENT STATUS CODES IN ACCORDANCE WITH APPENDIX D, AR 220-1, UNIT STATUS REPORTING.
 - D. IDENTIFYING PAY DISCREPANCIES AND INITIATING PROCEDURES TO SUSPEND OR TERMINATE SOLDIERS PAY AS APPROPRIATE.
 - E. RECONCILING BOOTS ON THE GROUND WITH THE ACTIVE COMPONENT DATABASES, SPECIFICALLY EMILPO AND DTAS.
 - F. VALIDATE WHERE SOLDIERS' MEDICAL RECORDS ARE STORED AND THAT EACH SOLDIER'S MEDICAL RECORD IS ACCOUNTED FOR.

G. IN CONJUNCTION WITH THE PAI, ALL SOLDIERS MUST BE AFFORDED THE OPPORTUNITY TO COMPLETE AN ABSENTEE BALLOT REGISTRATION FORM AND BE PROVIDED ASSISTANCE IN COMPLETING THE FEDERAL POST CARD APPLICATION.

4. GENERAL GUIDANCE.

A. COMMAND EMPHASIS IS ESSENTIAL TO THE SUCCESS OF THIS PAI. ARMY COMMAND (ACOM), ARMY SERVICE COMPONENT COMMAND (ASCC), AND DIRECT REPORTING UNIT (DRU) COMMANDERS MUST ESTABLISH AN ENVIRONMENT SUPPORTING THE PAI INITIATIVE, BY ALLOWING THE BCT S1/PAS CHIEFS TO ESTABLISH A PAI SCHEDULE WHICH ENSURES TIMELY COMPLETION. BCT S1S AND PAS CHIEFS WILL PROVIDE COMMANDERS WITH THE FUNCTIONAL KNOWLEDGE AND TECHNICAL EXPERTISE TO ACCOMPLISH THE PAI.

B. UNIT COMMANDERS WILL FOLLOW PAI PROCEDURES WHICH RESULT IN TIMELY AND ACCURATE UPDATES TO EMILPO AND DTAS SYSTEMS. THERE ARE TWO GUIDANCE DOCUMENTS; ONE ESTABLISHES GUIDELINES FOR DEPLOYED UNITS AND THE OTHER ESTABLISHES GUIDELINES FOR UNITS IN GARRISON. EACH IS CLEARLY MARKED AND PUBLISHED ON THE SOLDIER RECORD DATA CENTER PAI WEB SITE AT URL: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/SRDC/INDEX.HTM](https://www.hrc.army.mil/site/active/tagd/srdc/index.htm). THESE PROCEDURES ARE IN LIEU OF THOSE STATED IN AR 600-8-6, CHAPTER 5, AND ONLY APPLY TO THE FY08 ARMY-WIDE PAI INITIATIVE.

(1) UNITS WILL CONDUCT PRE-PAI ACTIONS TO INCLUDE VERIFYING CONTINUOUSLY THE ACCURACY OF ALL SOLDIERS ON THE EMILPO AAA-162 REPORT AND SUBMITTING SYSTEM UPDATES AS REQUIRED, CONSISTENT WITH CURRENT AR 220-1 GUIDANCE FOR SUBMISSION OF UNIT STATUS REPORTS.

(2) COMMANDERS WITH UNITS AWAY FROM HOMESTATION (E.G., IRAQ, AFGHANISTAN, JRTC) MAY EXEMPT UNITS FROM MUSTER FORMATIONS OR THEY MAY AUTHORIZE SEPARATE FORMATIONS FOR UNIT ELEMENTS (E.G., SECTION, PLATOON, COMPANY). EXECUTE ALL OTHER PAI REQUIREMENTS AND CONSOLIDATE REPORTS AT THE UIC-LEVEL.

(3) CAUTION: THE INSTALLATION OR APPOINTED/SUPPORTING COMMANDER WILL CAPTURE ALL SEPARATE ORGANIZATIONS, INCLUDING UNITS SUCH AS 7UT UIC SERIES ORGANIZATIONS WHICH HAVE NO UNIT COMMANDER AND DO NOT OPERATE OR REPORT AS A UNIT.

(4) BCT S1/PAS CHIEFS WILL ACCOUNT FOR ALL UICS UNDER THEIR ORGANIZATIONAL HEIRARCHY BY PERSONNEL SYSTEMS INFORMATION (PERSINS) PROCESSING ACTIVITY (PPA), DISTRIBUTION MANAGEMENT LEVEL (DML), OR DISTRIBUTION MANAGEMENT SUBLEVEL (DMSL) AND COORDINATE WITH OTHER BCT S1/PAS CHIEFS TO ENSURE ALL UICS HAVE COMPLETED PAI. BCT S1/PAS CHIEFS WILL VALIDATE EACH UNIT PAI AND REPORT COMPLETION USING THE PAI COMPLETION TRACKING WEB SITE ACCESSIBLE AT URL:

[HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/SRDC/INDEX.HTM](https://www.hrc.army.mil/site/active/tagd/srdc/index.htm)

C. ACOM, ASCC, OR DRU COMMANDERS MAY APPROVE EARLY PAI DATES FOR UNITS WHEN MISSION AND/OR OPTEMPO REQUIREMENTS WARRANT. THIS EXCEPTION IS LIMITED TO DEPLOYING/REDEPLOYING UNITS OR UNITS ENGAGED IN ACTIONS THAT MAY PREVENT ACCOMPLISHMENT OF THE PAI DURING THE ESTABLISHED ARMY-WIDE EXECUTION PERIOD.

D. COMMANDERS WILL ANNOTATE UNIT, PAY, AND PERSONNEL DATA DISCREPANCIES ON THE MOST RECENT UNIT COMMANDERS FINANCE REPORT

(UCFR) AND AUTHENTICATE THE UCFR AND UNIT COMMANDERS PAY REPORT (UCPR) ACCORDING TO SUPPORTING FINANCE OFFICE UCFR/UCPR PROCEDURES. DOCUMENT AND FORWARD ALL CORRECTIONS TO THE SERVICING FINANCE ACTIVITY TO ENSURE SOLDIERS RECEIVE THEIR AUTHORIZED ENTITLEMENTS.

E. UNIT COMMANDERS WILL PLACE SPECIAL EMPHASIS ON VALIDATING THE NON-AVAILABILITY REASON AND STATUS CODES ON THE AAA-162 AND ENSURE THE DATA IS UPDATED IN EMILPO. THESE CODES ARE CRITICAL FOR ACCURATE UNIT STATUS REPORTING, AND REFLECTING DEPLOYED SOLDIERS DWELL TIME COUNT. FOR SOLDIERS WHO ARE CURRENTLY DEPLOYED USE THE NON-AVAILABILITY FUNCTION IN EMILPO TO SET THE DWELL COUNT TO ZERO.

F. HRC POSTED A COMPLETION REPORTING APPLICATION ON THE PAI TRACKING WEB SITE FOR VARIOUS LEVELS OF COMMAND TO REVIEW COMPLETION STATUS. ACOMS, ASCCS, OR DRUS WILL REVIEW COMPLETION STATUS OF ALL UNITS NLT 30 JUNE 2008 FOR ACTIVE DUTY AND DEPLOYED USAR\ARNG UNITS AND 30 JULY 2008 FOR USAR \ARNG UNITS NOT ON ACTIVE DUTY. ASSIST WITH ENFORCING PAI TURN IN UNTIL ALL ASSIGNED UNITS HAVE REPORTED PAI COMPLETION.

G. DO NOT REPORT PAI RELATED ISSUES/PROBLEMS THROUGH NORMAL HELP DESK CHANNELS. HRC ESTABLISHED A PAI TRACKING SITE FOR THE BCT S1/PAS CHIEFS OR OTHER DESIGNATED REPRESENTATIVES TO REPORT ISSUES THAT CANNOT BE RESOLVE AT THE UNIT/MPD/PSB/BCT/PAS LEVELS. THIS SITE WILL OPERATE THROUGH 1 JULY 2008. PAS CHIEFS WILL USE NORMAL HELP DESK PROCEDURES TO SUBMIT TROUBLE TICKETS FOR THOSE ISSUES OUTSIDE THE PAI SCOPE. ACCESS TO THE PAI TRACKING SITE IS ON THE FIELD SYSTEMS DIVISION WEB SITE AT <HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/SRDC/INDEX.HTM>

H. HRC WILL PUBLISH OFFICIAL DATA ACCURACY METRICS AND DEVIATION REPORTS. REPORTS WILL BE ACCESSIBLE THROUGHOUT THE ARMY-WIDE PAI INITIATIVE AT <HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/SRDC/INDEX.HTM>

I. UNITS TRANSFORMED UNDER THE PERSONNEL SERVICES DELIVERY REDESIGN (PSDR), BRIGADE COMBAT TEAM (BCT) S1S ARE THE VALIDATION AUTHORITY AND BCT COMMANDERS ARE THE APPROVAL AUTHORITY FOR ALL SUBORDINATE UNIT PAIS WITHIN THEIR BCT. THEY WILL CONDUCT THE PAI, ENSURE ALL UNITS COMPLETE AND UPDATE EMILPO AND DTAS, AND REPORT UIC COMPLETION TO THE PAI COMPLETION TRACKING SITE IN THE SAME MANNER AS AN INSTALLATION PAS CHIEF. THE NON-DIVISIONAL PAS CHIEF WILL PROVIDE LOCAL SUPPORT TO ASSIST EACH BCT WITH PAI REQUIREMENTS. THE BCT S1 IS AUTHORIZED TO REPORT AND VALIDATE INDIVIDUAL UNIT PAI COMPLETION; ALL OTHER UNITS WILL REPORT COMPLETION THROUGH THEIR SUPPORTING INSTALLATION PAS CHIEF.

J. THE REQUIREMENT REMAINS FOR UNITS TO CONDUCT A PAI UPON CHANGE OF COMMAND, MOBILIZATION AND DEMOBILIZATION, PRIOR TO A UNIT MOVE, DISCONTINUANCE OR REDESIGNATION, ACTIVATION AND DEACTIVATION, IN ACCORDANCE WITH AR 600-8-6. IF THESE TYPES OF PAIS TAKE PLACE DURING THE ARMY-WIDE PAI TIMEFRAME, THEY WILL COUNT AS COMPLETION OF THE ARMY-WIDE FY08 PAI REQUIREMENT. ACOM, ASCC, OR OR DRU COMMANDERS MAY APPROVE PAI OUTSIDE OF THE 1-15 MAY TIMEFRAME, BUT MUST ENSURE ALL REPORTS ARE UPLOADED FOR COMPLETION TRACKING TO

<HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/SRDC/INDEX.HTM> BY 30 JULY 2008. USAR UNITS NOT ON ACTIVE DUTY WILL USE THEIR RRCS AND ARNG UNITS NOT ON ACTIVE DUTY WILL USE THEIR STATE ADJUTANTS GENERALS AND THE NGB FOR APPROVAL OF WAIVERS TO CONDUCT THEIR PAI OUTSIDE OF 1 MAY TO 15 JUNE 2008.

K. THE EMILPO AAA-162 (UNIT PERSONNEL ACCOUNTABILITY REPORT) IS THE BASELINE DOCUMENT FOR CONDUCTING THE PAI. DO NOT USE DA FORM 3986-R (PERSONNEL ASSET INVENTORY) TO REPORT PAI COMPLETION AND FINDINGS; THE AAA-162 WILL BE USED FOR THIS PURPOSE.

5. UNITS IN GARRISON PAI REQUIREMENTS.

A. UNIT COMMANDERS WILL RECONCILE THE INFORMATION ON THE AAA-162 AND ENSURE UPDATES ARE ENTERED INTO EMILPO. ALL STRENGTH RELATED ACTIONS (DEPARTURES, ARRIVALS, ATTACHMENTS, RELEASE FROM ATTACHMENTS, RETURN FROM DFR/DFS, RELEASE FROM ACTIVE DUTY, SEPARATIONS, MOBILIZATION, DEMOBILIZATION AND REVOCATIONS) WILL BE UPDATED IN EMILPO.

B. PERSONNEL DATA. VALIDATE THE SOLDIER'S NAME, SSN, RANK, ASSIGN/ATTACH STATUS, CURRENT DUTY STATUS, AND NON-AVAILABILITY REASON AND STATUS DURING THE PAI. UNITS WILL USE SOLDIERS COMMON ACCESS CARD (CAC) AND OTHER AVAILABLE DOCUMENTS TO VALIDATE THIS DATA. DOCUMENT ALL CORRECTIONS. EMILPO, FINANCE, AND DTAS WILL BE UPDATED TO REFLECT CHANGES. THOSE CHANGES THAT WILL NOT PROCESS EMILPO OR DTAS WILL BE

REPORTED TO HRC THROUGH THE PAI TROUBLE TICKET WEB SITE
[HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/SRDC/INDEX.HTM](https://www.hrc.army.mil/site/active/tagd/srdc/index.htm).

C. EVERY UNIT WILL COORDINATE AND REPORT TO THEIR SUPPORTING BCT S1/PAS CHIEF, SYSTEM ISSUES REGARDING SOLDIERS NOT ON EMILPO. EVERY UNIT COMMANDER WILL ENSURE THE UNIT S1 COORDINATES DIRECTLY WITH THE BCT S1/PAS CHIEF TO RESOLVE ALL EMILPO ISSUES PRIOR TO SIGNING THE FINAL AAA-162. BCT S1/PAS CHIEFS WILL REPORT SYSTEM ISSUES NEEDING RESOLUTION TO THE PAI TROUBLE TICKET SITE. HRC WILL TAKE ACTION OR PROVIDE INSTRUCTION TO RESOLVE THE ISSUE(S).

D. FOR USAR AND ARNG UNITS NOT ON ACTIVE DUTY. INFORMATION IN THE PERSONNEL AND PAY DATABASES WILL BE INSPECTED FOR ACCURACY, PRIMARILY REGIONAL LEVEL ACCOUNTING SYSTEM (RLAS), THE STANDARD INSTALLATION DIVISION PERSONNEL SYSTEM (SIDPERS), AND THE DEFENSE JOINT MILITARY PAY SYSTEM (DJMS). UNITS WILL USE THE UNIT STATUS REPORT AS A METRIC FOR THE PAI. COMMANDERS WILL ENSURE THAT ALL SOLDIERS ARE RECEIVING THE CORRECT PAY AND ALLOWANCES, AND THAT PAY IS TERMINATED FOR THOSE WHO ARE NOT ENTITLED FOR REASONS OF DUTY STATUS OR SEPARATION/RELEASE FROM THE ARMY. IN LIEU OF THE AAA 162 USAR\ARNG UNITS NOT ON ACTIVE DUTY, WILL SUBMIT A DA 1379 (SIGN IN ROSTER) WITH ALL SOLDIERS ACCOUNTED FOR AND THE COMMANDERS SIGNATURE SPECIFICALLY VALIDATING THE SOLDIER'S NAME, SSN, RANK, ASSIGN/ATTACH STATUS, CURRENT DUTY STATUS, AND NON-AVAILABILITY REASON AND STATUS DURING THE PAI. UNITS WILL USE SOLDIERS COMMON ACCESS CARD (CAC) FOR VALIDATING THE SOLDIER'S IDENTITY. IN CONJUNCTION WITH THE PAI, ALL SOLDIERS MUST BE AFFORDED THE OPPORTUNITY TO COMPLETE AN ABSENTEE BALLOT REGISTRATION FORM AND BE PROVIDED ASSISTANCE IN COMPLETING THE FEDERAL POST CARD APPLICATION.

6. DEPLOYED THEATER PAI REQUIREMENTS.

A. ALL AC UNITS DEPARTING FROM THEIR HOME STATION AND USAR\ARNG UNITS DEPARTING FROM THEIR MOBILIZATION STATION BETWEEN 1 MAY 2008 AND 30 MAY 2008 WILL CONDUCT A PAI AT THEIR RESPECTIVE HOME/MOB STATION.

ALL UNITS DEPARTING THEATER AND RETURNING TO HOME/MOB STATION BETWEEN 1 MAY 2008 AND 30 MAY 2008 WILL CONDUCT A PAI PRIOR TO DEPARTING THE THEATER. MOBILIZATION STATION COMMANDERS/MANAGERS WILL ENSURE ALL UNITS CONDUCT A PAI AND RESULTS ARE REPORTED ACCORDING TO THIS MESSAGE. COORDINATION AMONG UNITS, MOBILIZATION COORDINATORS, AND BCT S1/PAS CHIEFS IS ESSENTIAL TO ENSURE ALL CORRECTIONS AND UPDATES ARE RECORDED IN EMILPO AND DTAS PRIOR TO THE DEPARTURE OR ARRIVAL OF UNITS.

B. THE EMILPO AAA-162 (UNIT PERSONNEL ACCOUNTABILITY REPORT) AS SUPPORTED BY THE UCFR/UCPR IS THE BASELINE DOCUMENT FOR CONDUCTING THE PAI. THEATER UNITS WILL REPORT PAI COMPLETION TO THEIR SUPPORTING BCT S1/PAS CHIEF. THE THEATER PERSONNEL GROUP WILL ESTABLISH A THEATER PAI TEAM TO SERVE AS A CONDUIT BETWEEN FIELD UNITS AND SUPPORTING BCT S1/PAS CHIEFS.

7. POINTS OF CONTACT AT THIS HEADQUARTERS ARE:

A. FOR PERSONNEL ACCOUNTING INFORMATION, CONTACT THE SRDC ACCOUNTABILITY BRANCH, MS. ANGELA MORRALL, DSN 221-9404 OR COML (703) 325-9404, EMAIL ANGELA.MORRALL@US.ARMY.MIL OR LTC JAMES HEARLEY, DSN 221-3863 OR COML (703) 325-3863, EMAIL JAMES.HEARLEY@US.ARMY.MIL B. FOR EMILPO SYSTEM ISSUES OR ACCESS NOT WITHIN THE BCT S1/PAS AUTHORITY, CONTACT THE SRDC FIELD SUPPORT BRANCH, MS. WENDY LEAKE, DSN 221-3799 OR COML (703) 325-3799, EMAIL WENDY.LEAKE@US.ARMY.MIL, OR MS. BEVERLY MEDLEY, DSN 221-9089 OR COML (703) 325-9089, EMAIL BEVERLY.MEDLEY@US.ARMY.MIL.

C. FOR DTAS SYSTEM ISSUES OR ACCESS NOT WITHIN THE BCT S1/PAS AUTHORITY, CONTACT THE SRDC ACCOUNTABILITY BRANCH, MR. DANIEL ADDISON, DSN 221-9405, OR COML (703) 325-9405, OR EMAIL DANIEL.ADDISON@US.ARMY.MIL, OR MS. ANGELA MORRALL, DSN 221-9404 OR COML

(703) 325-9404, EMAIL ANGELA.MORRALL@US.ARMY.MIL D. FOR VOTING ASSISTANCE ISSUES, CONTACT MR. ALTON PERRY, DSN 221-4530 OR COML (703) 325-4530. E-MAIL ALTON.C.PERRY@US.ARMY.MIL 8. THIS MESSAGE WILL EXPIRE 31 AUGUST 2008.

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